

**USDA Good Agricultural Practices & Good Handling Practices
CLIENT REQUESTED
Audit Verification Checklist**



This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's *"Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables."*

Firm Name: _____

Contact Person: _____

Audit Site(s): _____

Main Address: _____

State: _____ Zip: _____ Telephone No: _____

Fax: _____ E-mail: _____

Auditor(s): (list all auditors with the lead listed first) _____

USDA or Fed-State Office performing audit: _____

Date & Time Arrived: _____ Date & Time Departed: _____

Travel Time: _____ Code: _____

People Interviewed: (use back of sheet if necessary to list all persons interviewed) _____

Did the auditee participate in GAP & GHP training?

Yes ☐ No ☐

Is there a map that accurately represents the farm operations?

Yes ☐ No ☐

Legal Description/GPS/Lat.-Long. of Location: _____

Are all crop production areas located on this audit site?

Yes ☐ No ☐

Total acres farmed (Owned, leased/rented, contracted, consigned): _____

Does the company have more than one packing facility?

Yes ☐ No ☐

Is there a floor plan of the packing house facility(s) indicating flow of product, storage areas, cull areas, employee break rooms, restrooms, offices?

Yes ☐ No ☐

Is any product commingled prior to packing?

Yes ☐ No ☐

Audit Scope: (Please check all scopes audited)

General Questions (All audits must begin with and pass this portion)

Part 1 – Farm Review.....☐

Part 2 - Field Harvest and Field Packing Activities☐

Part 3 - House Packing Facility☐

Part 4 – Storage and Transportation☐

Part 5 – Traceback☐

Part 6 – Wholesale Distribution Center/Terminal Warehouses.....☐

Part 6A – Traceback for Wholesale Distribution Center/Terminal Warehouse☐

Part 7 – Preventive Food Security Procedures.....☐

Products: _____

Auditors' Signature(s):_____

Conditions Under Which an Automatic “Unsatisfactory” Will be Assessed

- **An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.**
- **The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.**
- **Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.**
- **Falsification of records.**
- **Answering of Questions G1 or G2 as “NO”.**

Auditor Completion Instructions

- **For clarification and guidance in answering these questions, please refer to the Good Agricultural Practices & Good Handling Practices Audit Verification Program Policy and Instruction Guide.**
- **Place the point value for each question in the proper column (Yes, No, or N/A).**
- **Gray boxes in the “N/A” column indicate that question cannot be answered “N/A”.**
- **“D” in the Doc column means that documentation will be requested/reviewed by the auditor.**
- **Any “N/A” or “No” designation must be explained in the comments section.**

General Questions

Implementation of a Food Safety Program

Questions		Points	YES	NO	N/A	Doc
G-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.	15				D
G-2	The operation has designated someone to implement and oversee an established food safety program. Name _____	15				D

Worker Health & Hygiene

Questions		Points	YES	NO	N/A	Doc
G-3	Potable water is available to all workers.	10				D
G-4	Training on proper sanitation and hygiene practices is provided to all staff.	15				D
G-5	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.	10				
G-6	Employees are required to wash their hands before beginning or returning to work.	10				D
G-7	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.	10				D
G-8	Employees and visitors are following good hygiene/sanitation practices.	15				
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or anti-bacterial soap and potable water for hand washing.	15				
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.	10				D
G-11	Smoking and eating are confined to designated areas separate from where product is handled.	10				
G-12	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.	15				D

	Questions	Points	YES	NO	N/A	Doc
G-13	There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.	15				D
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.	5				D
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.	10				D

COMMENTS:

Total points for GENERAL QUESTIONS _____

Total possible = 180 Less Justified "N/A" _____

Adjusted Total _____ Passing Score _____
X .8 (80%) USDA

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Part 1 – Farm Review

Water Usage

(1-1) What is the source of irrigation water (Pond, Stream, Well, Municipal, Other...Specify)?

(1-2) How are crops irrigated (Flood, Drip, Sprinkler, Other....Specify)?

Questions		Points	YES	NO	N/A	Doc
1-3	Water quality is known to be adequate for the crop irrigation method and crop being irrigated.	10				D
1-4	Water quality is known to be adequate for chemical application or fertigation method.	10				
1-5	If necessary, steps are taken to protect irrigation water from potential direct and non-point source contamination.	15				

Sewage Treatment

Questions		Points	YES	NO	N/A	Doc
1-6	The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff.	15				
1-7	There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm.	10				

Animals/Wildlife/Livestock

Questions		Points	YES	NO	N/A	Doc
1-8	Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities.	15				
1-9	Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking or overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.	10				
1-10	Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.	10				
1-11	Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.	5				

	Questions	Points	YES	NO	N/A	Doc
1-12	Measures are taken to reduce the opportunity for wild and/or domestic animals to enter crop production areas.	5				
1-13	Crop production areas are monitored for the presence or signs of wild or domestic animals entering the land.	5				D

Manure and Municipal Biosolids

Please choose one of the following options as it relates to the farm operation:

- _____ Option A. Raw manure or a combination of raw and composed manure is used as a soil amendment.
- _____ Option B. Only composed manure/treated municipal biosolids are used as a soil amendment.
- _____ Option C. No manure or municipal biosolids of any kind are used as a soil amendment.

Only answer the following manure questions (questions 1-14 to 1-22) that are assigned to the Option chosen above. DO NOT answer the questions from the other two options. The points from the manure and municipal biosolids are worth 35 of a total 155 points, and answering questions from the other two options will cause the points to calculate incorrectly.

Option A: Raw Manure		Points	YES	NO	N/A	Doc
1-14	When raw manure is applied, it is incorporated at least 2 weeks prior to planting or a minimum of 120 days prior to harvest.	10				D
1-15	Raw manure is not used on commodities that are harvested within 120 days of planting.	10				
1-16	If a combination of raw and treated manure is used, the treated manure is properly treated, composted or exposed to reduce the expected levels of pathogens	10				
1-17	Untreated manure is properly stored prior to use.	5				
Option B: Composted Manure		Points	YES	NO	N/A	Doc
1-18	Only composted manure and/or treated biosolids are used as a soil amendment.	10				
1-19	Composted manure and/or treated biosolids are properly treated, composted, or exposed to environmental conditions that would lower the expected level of pathogens.	10				D

	Questions	Points	YES	NO	N/A	Doc
1-20	Composted manure and/or treated biosolids are properly stored and are protected to minimize recontamination.	10				
1-21	Analysis reports are available for composted manure/treated biosolids.	5				D
	Option C: No Manure/Biosolids Used					
1-22	No animal manure or municipal biosolids are used.	35				

Soils

Questions		Points	YES	NO	N/A	Doc
1-23	Previous land use history indicates that there is a minimum risk of produce contamination.	5				
1-24	When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested for contaminants and the land use is commensurate with test results.	10				D
1-25	Crop production areas that have been subjected to flooding are tested for potential microbial hazards.	5				D

[illegible]

Total points for PART 1 _____

Total possible = **165** **Less Justified “N/A”** _____

Adjusted Total _____ **Passing Score** _____
X .8 (80%) USDA

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Part 2 - Field Harvest and Field Packing Activities

Field Sanitation and Hygiene

Questions		Points	YES	NO	N/A	Doc
2-1	The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.	10				
2-2	If field sanitation units are not used and not required by applicable state or federal regulations, a toilet facility is readily available for all workers.	15				
2-3	Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.	10				
2-4	In the event of a major spill or leak of field sanitation units or toilet facility, a response plan is in place, and field sanitation units or toilet facilities are directly accessible for the response team.	10				D

Field Harvesting and Transportation

Questions		Points	YES	NO	N/A	Doc
2-5	All harvesting containers (including bulk hauling vehicles) that come in direct contact with product are cleaned and/or sanitized prior to use and kept as clean as practicable.	5				D
2-6	All hand harvesting implements (knives, pruners, machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.	5				D
2-7	Damaged containers are properly repaired or disposed of.	5				
2-8	Harvesting equipment and/or machinery which comes into contact with product is in good repair.	10				
2-9	Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.	10				

	Questions	Points	YES	NO	N/A	Doc
2-10	There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.	5				D
2-11	There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.	5				D
2-12	Measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.	5				
2-13	Harvesting containers, totes, etc. are not used for carrying or storing non- produce items during the harvest season, and farm workers are instructed in this policy.	5				D
2-14	Water applied to harvested product is potable	10				D
2-15	Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.	5				
2-16	Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.	10				D
2-17	There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered.	5				D

COMMENTS:

COMMENTS CONTINUED:

Total points earned Part 2 _____**Total possible =** **130** **Less Justified "N/A"** _____**Adjusted Total** _____ **Passing Score** _____
X .8 (80%) USDA

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Part 3 - HOUSE PACKING FACILITY

Receiving

Questions		Points	YES	NO	N/A	Doc
3-1	Product being moved to staging area prior to packing or processing is protected from possible contamination.	5				
3-2	Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.	5				

Washing/Packing Line

Questions		Points	YES	NO	N/A	Doc
3-3	Source water used in the packing operation is potable.	10				D
3-4	If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity.	10				D
3-5	Processing water is sufficiently treated to reduce microbial contamination.	10				D
3-6	Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.	10				D
3-7	Water treatment (strength levels and pH) and exposure time is monitored and is appropriate for product.	10				D
3-8	Food contact surfaces are clean and in good condition.	10				
3-9	Product flow zones are protected from sources of contamination.	10				
3-10	The water used for cooling/ice is potable.	10				D
3-11	Manufacturing, storage and transportation facilities used in making and delivering ice used for cooling the product are sanitized on a scheduled basis.	10				D
3-12	Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	10				D

Packing House Worker Sanitation

Questions		Points	YES	NO	N/A	Doc
3-13	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.	10				
3-14	Employees and visitors follow a written policy regarding the use of hair nets/beard nets in the production area.	5				D
3-15	Employees and visitors follow a written policy regarding the wearing of jewelry in the production area.	5				D

Packinghouse General Housekeeping

Questions		Points	YES	NO	N/A	Doc
3-16	Only food grade approved and labeled lubricants are used in the packing equipment/machinery.	10				D
3-17	Chemicals not approved for use on product are stored and segregated away from packing area.	10				
3-18	The plant grounds are reasonably free of litter and debris.	5				
3-19	The plant grounds are reasonably free of standing water.	5				
3-20	Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.	5				
3-21	Packing facilities are enclosed.	5				
3-22	The packing facility interior is clean and maintained in an orderly manner.	5				
3-23	Floor drains appear to be free of obstructions.	5				
3-24	Pipes, ducts, fans and ceilings which are above food handling operations are clean.	5				
3-25	Glass materials above product flow zones are contained in case of breakage.	10				
3-26	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains or a sufficient distance.	10				
3-27	Measures are taken to exclude animals or pests from packing and storage facilities.	10				

	Questions	Points	YES	NO	N/A	Doc
3-28	There is an established pest/rodent control program for the facility.	10				D
3-29	Service reports for the pest/rodent control program are available for review.	5				D
3-30	Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.	5				
3-31	There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled or comes into contact with the floor.	15				D

COMMENTS:

Total points earned Part 3 _____

Total possible = **250** **Less Justified "N/A"** _____

Adjusted Total _____ **Passing Score** _____
X .8 (80%) USDA

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Part 4 – STORAGE AND TRANSPORTATION

Product, Containers & Pallets

Questions		Points	YES	NO	N/A	Doc
4-1	Packing containers are properly stored and sufficiently sealed to be protected from contamination (birds, rodents and other pests, etc.).	10				
4-2	Pallets, pallet boxes, totes, bags, bins, cellars, storage rooms, etc., are clean and in good condition and do not contribute foreign material to the product.	5				
4-3	Product stored outdoors in totes, trucks, bins, other containers or in bulk on the ground is covered and protected from contamination.	10				
4-4	Storage facilities/areas are inspected for foreign material prior to loading with product. Records are maintained.	5				D
4-5	Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated to be protected from external contamination.	10				
4-6	Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	10				
4-7	Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.	5				

Pest Control

Questions		Points	YES	NO	N/A	Doc
4-8	Measures are taken to exclude animals or pests from storage facilities.	10				
4-9	There is an established pest control program for the facility.	10				D
4-10	Service reports for the pest control program are available for review.	5				D
4-11	Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.	5				

Ice

Questions		Points	YES	NO	N/A	Doc
4-12	The water used for cooling/ice is potable.	10				D
4-13	Manufacturing, storage and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	10				D

Storage/Temperature Control

Questions		Points	YES	NO	N/A	Doc
4-14	The storage facility is clean and maintained in an orderly manner.	5				
4-15	Refrigeration system is working properly.	5				
4-16	Storage temperature logs are maintained.	5				D
4-17	Thermometer(s) are checked for accuracy and records are available.	5				D

Transportation/Loading

Questions		Points	YES	NO	N/A	Doc
4-18	Prior to the loading process, conveyances (trailers) are required to be clean, in good physical condition, free from disagreeable odors, from obvious dirt and/or debris and capable of maintaining specified temperature.	10				D
4-19	Produce items are not loaded with potentially contaminating products.	5				D
4-20	Proper transportation temperatures are required and printed on manifests in order to ensure the quality and safety of product.	10				D
4-21	Trucks and transportation conveyances are loaded so minimal damage to product is caused.	5				D

COMMENTS:

COMMENTS CONTINUED:

Total Points Part 4 _____**Total possible =** **155** **Less Justified "N/A"** _____**Adjusted Total** _____ **Passing Score** _____
X .8 (80%) USDA

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Part 5 - Traceback

Traceback

Questions		Points	YES	NO	N/A	Doc
5-1	A documented traceback program has been established.	10				D
5-2	Finished product is traceable to the packinghouse.	10				
5-3	Finished product is traceable to a group of growers.	10				
5-4	Finished product is traceable to the specific grower.	10				
5-5	Finished product is traceable to a group of orchards or fields.	10				
5-6	Finished product is traceable to the specific orchard or field.	10				
5-7	Finished product is traceable to a group of harvest dates.	10				
5-8	Finished product is traceable to a specific harvest date.	10				
5-9	Finished product is identified with a packing date.	10				
5-10	The operation has performed a "mock recall" that was proven to be effective.	10				D

COMMENTS:

Total Points Part 5 _____

Total possible = **100** **Less Justified "N/A"** _____

Adjusted Total _____ **Passing Score** _____
X .8 (80%) USDA

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Part 6 – Wholesale Distribution Center/Terminal Warehouses

Receiving

Questions		Points	Yes	NO	N/A	Doc
6-1	All companies that supply fresh produce are required to have passed a third party audit verification of GAP and/or GHP.	5				D
6-2	Conveyances are required to be clean, in good physical condition and free from obvious objectionable odors, dirt and/or debris at time of unloading.	10				D
6-3	Company does not accept produce items that are loaded with or not protected from potentially contaminating products.	5				D
6-4	Refrigerated commodities are monitored for temperatures at time of receiving.	5				D

Storage Facility/Temperature Control

Questions		Points	YES	NO	N/A	Doc
6-5	The facility is clean and maintained in an orderly manner.	5				
6-6	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage and repacking/reconditioning area.	10				
6-7	Refrigerated rooms are monitored for temperature and logs are maintained.	5				D
6-8	Thermometer(s) are checked for accuracy and records are available.	5				D
6-9	Refrigeration system condensation does not come in contact with produce.	5				
6-10	Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	10				D
6-11	Iced product does not drip on pallets of produce stored below.	10				
6-12	The water used for cooling/ice is potable.	10				D
6-13	Manufacturing, storage and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	10				D
6-14	A policy has been established to recondition or dispose of product which has come in contact with the floor or other potentially contaminating surfaces.	15				D

	Questions	Points	YES	NO	N/A	Doc
6-15	Product flow zones are protected from sources of contamination.	10				
6-16	Glass materials above product flow zones are contained in case of breakage.	10				
6-17	The grounds are reasonably free of litter and debris.	5				
6-18	The grounds are reasonably free of standing water.	5				
6-19	Outside garbage receptacles/dumpsters are closed or are located away from facility entrances and the area around such sites is reasonably clean.	5				
6-20	The facility is enclosed.	5				
6-21	Floor drains appear to be free of obstructions.	5				
6-22	Pipes, ducts, fans and ceilings in the facility are reasonably clean.	5				
6-23	Possible wastewater spillage is prevented from contaminating any food storage or handling area by barriers, drains or a sufficient distance.	10				

Pest Control

	Questions	Points	YES	NO	N/A	Doc
6-24	Measures are taken to exclude animals or pests from the facility.	10				
6-25	There is an established pest control program for the facility.	10				D
6-26	Service reports for the pest control program are available for review.	5				D
6-27	Interior walls, floors and ceilings are well maintained and free of major cracks and crevices.	5				

Repacking/Reconditioning

(6-28) Does the facility repack and/or recondition product? YES NO (circle one)

If the answer to question 6-28 is YES, answer questions 6-29 through 6-43. If the answer is NO, then questions 6-29 through 6-43 are answered N/A, and skip to question 6-44.

	Questions	Points	YES	NO	N/A	Doc
6-29	Repacking/Reconditioning processes are confined to an established location in the facility.	5				

	Questions	Points	YES	NO	N/A	Doc
6-30	Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.	15				D
6-31	Produce is washed before being repacked.	5				
6-32	Source water used in the repacking operation is potable.	10				D
6-33	Processing water is sufficiently treated to reduce microbial contamination of the product.	10				D
6-34	Water treatment (strength levels and pH) and exposure time is monitored and is appropriate for product.	10				D
6-35	Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	10				D
6-36	Water used for chilling and/or to make ice is potable.	10				D
6-37	Only food grade approved and labeled lubricants are used in the repacking equipment/machinery.	10				D
6-38	Chemicals not approved for use on product are stored and segregated away from repacking area.	10				
6-39	Only new containers are used for product repacking.	10				
6-40	Pallets and other containers are clean and in good condition.	5				
6-41	Employees and visitors are required to follow a written policy regarding the use of hair nets/ beard nets.	5				D
6-42	Employees and visitors follow a written policy regarding the wearing of jewelry.	5				D
6-43	Packing containers are properly stored and protected from contamination (birds, rodents, and other pests, etc.)	10				

Shipping/Transportation

	Questions	Points	YES	NO	N/A	Doc
6-44	Prior to loading, conveyances are required to be clean.	10				D
6-45	Produce items are not loaded with potentially contaminating products.	10				D
6-46	Company has a written policy for the transporters to maintain appropriate temperatures during transit.	5				D

Part 6A Traceback for Wholesale Distribution Center/Terminal Warehouse

Questions		Points	YES	NO	N/A	Doc
6A-1	A documented traceback program has been established.	10				D
6A-2	Received product is traceable to the supplier.	10				
6A-3	Shipped product is traceable to the Wholesale Distribution Center/Terminal Warehouse facility from where it was shipped.	10				
6A-4	Product shipped is traceable to the repacker's shipping date.	10				
6A-5	Repacked product can be traced to original product identification.	10				
6A-6	The operation has performed a "mock recall" that was proven to be effective.	10				D

COMMENTS:

Total Points Part 6A _____

Total possible = **60** **Less Justified "N/A"** _____

Adjusted Total _____ **Passing Score** _____
X .8 (80%) USDA

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Part 7 (SYSCO-Only) Plant Security Procedures

- Scoring Key:**

Satisfactory (S): The auditee practices are considered to be satisfactory and all points are given for the question.

Need Improvement (N): The auditee has procedures or measures in place which need improvement to be considered satisfactory.

Unsatisfactory (U): The auditee procedures or measures are not or would not be effective; or the company does not have a procedure or measure in place for the question.

Questions		Point Value	(S)	(N)	(U)	N/A
	Has your company conducted a review of your facilities procedures, physical facility, processes, shipping and distribution systems and identified and listed all relevant areas where your company may be vulnerable to a potential sabotage or terrorist attack. Has your company identified and outlined the control measures for each of these areas?					
	If no, deduct all points from this section (Questions 1-18). If yes, has your company implemented procedures to ensure adequate security measures for:					
1	Restricting access to the facility, ingredients and/or Restricted access to the facility, ingredients and/or raw materials, in-process products, storage areas and chemical storage areas.	3.25				
2	Are procedures and physical barriers (e.g., locks, keyed access by authorized personnel only) in place to restrict access to hazardous compounds such as nitrite, cleaning and sanitizing chemicals, pesticides, etc.?	3.25				
3	Implementing routine inspections of facilities to identify materials that could compromise plant security.	3.25				
4	Implementing procedures to readily identify employees with specific access privileges.	3.25				
5	Implementing a documented program for pre-employment screening (full time and temporary) to the extent that is practical for the individual category under consideration. At a minimum, the checks should include work references, addresses, phone numbers of new employees, and verification of immigration status	3.25				
6	Implementing a documented training program for employees on security measures.	3.25				

7	Restricting access to food handling and storage areas (e.g., accompanying visitors, unless they are otherwise specifically authorized).	3.25				
8	Implemented and documented program to protect and back-up computer systems and documentation critical to food safety.	2.25				

Questions		Point Value	(S)	(N)	(U)	N/A
	Are procedures in place to ensure the composition and integrity of all ingredients, raw materials and packaging materials in each facility by ensuring that:					
9	Supply sources are approved	3.75				
10	Are all incoming raw materials and packaging materials inspected for signs of tampering?	3.75				
	Are procedures in place to ensure the integrity and security of the water supply?					
11	Are procedures in place to ensure that water systems and trucks are equipped with back flow prevention?	2.00				
12	Is there restricted access to the water system, with only designated employees allowed in the area.	2.00				
13	Is there clear identification of potable and non-potable water supply?	2.00				
14	Are tamper evident connectors and valves in place?	1.50				
15	If off-site facilities (e.g., frozen and refrigerated cold storage facilities, controlled atmosphere rooms) are used for holding products or ingredients prior to processing, are they configured and monitored to handle and hold products securely?	2.50				
	Has a Risk Management Program been implemented that includes the following:					
16	Has a Crisis management team been established?	2.00				
17	Written action plan to be followed in the event of a tampering or terrorist activity or any other type of emergency.	2.00				
18	Emergency action plan includes a procedure to perform trace back and suppliers trace out, and includes lists with 24-hour contact information.	2.00				
19	Annual mock recalls conducted by crisis management team to ensure that plan works and then follow through with any necessary adjustments, employee training or equipment purchases.	1.50				

**For further information regarding the USDA GAP & GHP Program
Please contact:**

**USDA Fruit and Vegetable Programs, Fresh Products Branch,
Field Operations Section at 800-811-2373**

